Computer Tutoring Questionnaire

Edgewood Community Library

Please help us get an idea of your computer skill set and availability by completing this short questionnaire.

Reminder

Tutoring appointments will be scheduled on a first-come-first-serve basis, during regular library hours of operation, and according to the librarians' work schedule. Please be on time for your appointment and ready to learn. Any no-shows will *not* be provided with an option to reschedule.

Please provide your contact information. *(please print clearly)*

Name *(first, last)*	
Phone	( )
Email	
Today's Date	

I am available on the following days and times.

(please check the appropriate response for each day)

Day of the Week	Mornings	Afternoons	Evenings	Not Available
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

How confident do you feel about the following computer skills?
(please check the appropriate response for each skill)

Skills	Very Confident	Confident	Somewhat Confident	Not Confident
Basic Computer Use (e.g. turn on computer, launch a program, reboot a computer, insert and safely remove USB drive)				
Computer Navigation (e.g. mouse, icons, drop down menus, touchpad)				
Basic Computer Functions (e.g. enter user ID/password, change password, open and application, find and view a document, print a document, use help function, use Windows, Windows updates)				
Windows Navigation (e.g. task and tool bars; move, resize, and close windows)				
Email (e.g. read mail, send mail, forward mail, securely attach documents, save mail)				
File Functions (e.g. create files, create folders, move/copy files, search for files)				
Internet (e.g. access websites, use web browser, save favorites, use search engine, recognize trustworthy sources, delete browsing history, recognize security risks)				
Basic Keyboard Skills (e.g. keyboard functions, proper posture, shortcuts)				
Word Processing Functions (e.g. create & save new document, check spelling, format text, cut/copy/paste content, access templates, align text)				

What do you hope to accomplish during your tutoring session? *(please indicate below)*

Please turn in this questionnaire to the circulation desk and a librarian will contact you soon to schedule an hour-long tutoring session.